

## DoD Space Planning Criteria for Health Facilities

### Women's Health

#### **3.6.1 PURPOSE AND SCOPE:**

This chapter specifies the space planning criteria for outpatient women's health services. These services include OB/GYN Clinic, Midwife Clinic, Family Planning and Women's Health Service, which may be provided in either this section and/or in other sections of this criteria. Examples of such services include: oncology, surgical services, counseling and women's imaging services with such procedures as ultrasound, mammography and bone densitometer.

**Note to the Programmer.** Decisions on a "clinic concept of operation" are especially important. There is a considerable range of services, which can be included under the title of "women's health." One option is to program a clinic, which provides obstetrics and gynecological services. This clinic could refer women elsewhere for such things as laboratory work, imaging, counseling and etc. Another option is to program a clinic, which provides a "one stop" location for all women's health services. Such an all-inclusive option would result in the programming of laboratory services, radiology/imaging services and counseling services in the women's health clinic. This option may also cross-traditional organizational lines, and personnel command chains of departments (OB/GYN, Surgery, Nursing, and Social Work Services). Care must be taken to avoid duplicate programming of equipment based on the same workload count - for example mammography units in both the clinic and the radiology department. Special attention should also be given to assuring that the resources (to include staffing) necessary to provide all services programmed are available, and fully supported by the command.

#### **3.6.2. DEFINITIONS:**

**Clinic Visit:** A visit is a contact between an eligible beneficiary and a medical care provider. A visit consists of either examination, diagnosis, treatment, evaluation, consultation, counseling, or medical advice in a clinic, or treatment/observation in quarters. (Source: DoD 6015-M, Glossary of Healthcare Terminology 1999).

**Patient Learning Resource Room:** A patient learning resource room provides patients with publications and access to computers connected to the Internet to research diseases and health information.

**Provider:** An individual, who examines, diagnoses, treats, prescribes medication and manages the care of patients within their scope of practice as established by the governing body of a healthcare organization. Providers are physicians, physician's assistants, midwives and clinical nurse practitioners.

**Rotating Resident:** A rotating resident is one from any graduate medical education specialty program (internal medicine, pediatrics, surgery, family practice, etc.) who, in the course of his or her education, must spend time in the services of another specialty. For example, internal medicine residents are required to "do a rotation" in the OB/GYN service.

**Women's Health Services:** The concept of Women's Health Services includes two major elements. The first element provides for the outpatient services associated with preventive and curative medical care provided to women patients. This information is located in this section. The second element provides the inpatient services for women, to include the obstetric services and related birth services for newborns. This information is located in Section 4.2 and 4.3.

**Women's Health Clinic:** A clinic for women's health may include the following services: obstetrics, gynecology, breast examination/treatment, cervical cancer diagnosis/treatment and family planning. A clinic will normally include the following areas: waiting, reception, offices, examination rooms, special purpose rooms, imaging rooms, utility rooms, treatment rooms, storage space, linen rooms, conference rooms, lounges, and toilets.

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#### **3.6.3. POLICIES:**

**Providers' Examination Rooms:** Each provider will be provided with two examination rooms.

**Providers' Offices:** Each physician, physician's assistant, clinical nurse practitioner, midwife and allied scientist on the staff who have patient appointments, will be provided a private office (excluded offices are provided under other criteria, such as Radiologists, Pathologists, Anesthesiologists and Commanders).

**Resident's Office Space:** Private office space will not be programmed for graduate medical education residents. Residents who are in a graduate medical education program studying to become a specialist in the service being programmed, will be provided with shared office space of 60 nsf per resident in the program. An office for a rotating resident may be programmed in the clinic for residents who see patients.

**Resident's Office/Examination Rooms:** Additional office and examination room space may be programmed into a clinic to provide space for "rotating residents" to see patients. A resident during his or her rotation in the clinic will use this space when they see patients as walk-ins or on appointment. One office and two examination rooms may be programmed for each resident FTE projected to be in the clinic seeing patients. Note: these resident are not necessarily OB/GYN residents only, family practice, internist and others residency programs may require a rotation in the women's health clinic.

#### **3.6.4. PROGRAM DATA REQUIRED:**

Female population projections by beneficiary and age groups.
Projected clinic visits per year.
Distribution of clinic visits by clinic or service and beneficiary category.
Number of providers programmed.
Number of provider teams projected.
Projected number of births annually.
Distribution of practitioners by specialty and/or service.
Distribution of technicians by specialty or service.
Projected number of mammograms per year.
Projected number of immunizations per year.
Projected number of bone densitometer exams per year
Projected number of ultra sound examinations per year
Projected number of colposcopy examinations per year
Projected number of physical examinations per year.
Basis of projections.
Data used for individual studies of specific functions.
Projected number of OB/GYN residents.
Projected maximum number of rotating residents seeing patients in the clinic at one time.
Is there a qualified operator/technician assigned to the clinic for the following: a. Laboratory, b. Bone Densitometer, c. Fluoroscopy, d. Colposcopy, e. Ultrasound f. Stress Test and Fetal Monitoring, g. Mammography
Is there a Social Worker FTE assigned to this clinic?
Is there an OB/GYN graduate medical education (GME) program?
Are there residents from other GME programs who do rotations in this clinic?
Projected records = (eligible beneficiaries) x (1 + carry over)
Is there a Residency Research Technician?

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#### 3.6.5 SPACE CRITERIA:

FUNCTION	AUTHORIZED		PLANNING RANGE/COMMENTS
	m²	nsf	
<u>PATIENT AREAS</u>			
Clinic Waiting Area		varies	Provide 4.0 seats for each provider FTE. Provide 16 nsf for 95% of the seats and 25 nsf for 5% of the seats (handicapped waiting).
Clinic Reception Station /Control Counter	13.01	140	140 nsf per provider team when consolidated reception or one at 140 nsf per every 8 providers. Includes space for 2 technicians. When only 1 technician required, consolidate with adjacent department, where possible.
Screening, Weights and Measures	11.15	120	One per each 10 providers assigned.
Provider’s Exam Rooms	11.15	120	Two per provider (FTE) programmed, also note resident examination rooms.
Patient Learning Resource Room	11.15	120	May be provided: see Section 2.2.
Group Therapy Room	18.58	200	One, when one or more social worker projected.
Patient Toilets		varies	See Section 6.1.
<u>STAFF &amp; SUPPORT AREAS</u>			
Administrative Office		varies	Refer to Chapter 2.1. Provide if full time administrative support programmed.
Provider's Office	11.15	120	One per provider (FTE) programmed, also note resident offices.
Nurse Manager’s Office	11.15	120	One per clinic.
Nurses’ Work Room	11.15	120	Minimum. Add 40 nsf for each nurse above 4 assigned to the clinic.
NCOIC/LCPO/LPO Office	11.15	120	One per clinic.
Social Worker’s Office	11.15	120	One per social worker FTE projected.
Literature/Forms & AV Storage	9.29	100	One per clinic.
Clean Utility Room	11.15	120	For up to 15 exam/treatment rooms.
	13.94	150	If 16-30 exam/treatment rooms.
	16.72	180	If >30 treatment rooms.
Soiled Utility	8.36	90	For up to 15 exam/treatment rooms.
	11.15	120	If 16-30 exam/treatment rooms
	13.94	150	If > 30 treatment rooms.
Literature/Forms & AV Storage	9.29	100	One per clinic.
Family Planning Counselor Office	13.01	140	One per family planning counselor FTE projected.
Equipment Storage	9.29	100	One per clinic.
Team Conference Room(s)	23.25	250	Minimum. One per provider team or every 8 provider FTE. A provider team is 6 to 8 provider FTE’s.
Staff Lounge and Lockers		varies	See Section 6.1.
Staff Toilets		varies	See Section 6.1.
Litter and Wheelchair Storage	5.57	60	One per clinic.
Janitor’s Closet	5.57	60	One janitor’s closet per 10,000 nsf. See Section 6.1.

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FUNCTION	AUTHORIZED		PLANNING RANGE/COMMENTS
	m²	nsf	
<b><u>TREATMENT AREAS</u></b>			
Specimen Collection Room	11.15	120	One per women’s clinic when no laboratory technician (FTE) projected.
Specimen Laboratory	18.58	200	One, if one or more laboratory technician (FTE) projected.
Specimen Toilet	5.57	60	One per clinic.
Bone Densitometer	11.15	120	One, if part of the concept of operation and if qualified operator projected.
Infertility Fluoroscopy Room	27.87	300	One, if part of the concept of operation and if qualified radiology technician (FTE) projected.
Fluoroscopy Toilet	5.57	60	One, if fluoroscopy room programmed.
Colposcopy Room	11.15	120	One if part of the concept of operation and if qualified technician (FTE) projected.
Ultrasound Room	11.15	165	One, if part of the concept of operation and if qualified radiology technician or qualified physician (FTE) projected.
Ultrasound Toilet	5.57	60	One if ultrasound programmed.
Non-Stress Test / Fetal Monitoring Room – single testing	11.15	120	One per clinic.
Non-Stress Test / Fetal Monitoring Suite	27.87	300	One, if part of concept of operation and if technician (FTE) qualified to administer testing is projected. Provide if more than 360 births per year projected. Includes 3 stations and one work station.
Mammography Room	11.15	120	One, if part of the concept of operation and if a qualified radiology technician (FTE) projected.
Mammography Daylight Processing Room	5.57	60	One per 1 to 5 mammography units programmed, additional processing room per every 5 additional mammography unit programmed. Use either daylight processing or film processing room, listed below, but not both.
Mammography Film Processing Room	10.22	110	One per 1 to 5 mammography units programmed, additional processing room per every 5 additional mammography unit programmed. Use either film processing room or daylight processing, listed above, but not both.

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#### Functions, which are required for Residency Education in OB/GYN.

The following areas must be programmed if the MTF is the "Center" for an OB/GYN Residency Program.

FUNCTION	AUTHORIZED		PLANNING RANGE/COMMENTS
	m <sup>2</sup>	nsf	
Director of OB/GYN Residency	14.86	160	One per director of an OB/GYN Residency Program.
Secretary to Director with visitor waiting.	11.15	120	One per Director of An OB/GYN Family Practice Residency Program, if there is a projected FTE secretary position.
OB/GYN Coordinator	11.15	120	One per Family Practice Program Coordinator if there is a projected FTE.
Residency Research Technician	11.15	120	One per program, when there is a projected FTE position.
OB/GYN Residents' Office	11.15	120	Minimum, 60 nsf per projected resident.
OB/GYN Residency Office Library	22.29	240	One per Family Practice Residency Program.
OB/GYN Residents' Laboratory		varies	Provide space based on Section 5.5.
Conference Room	37.16	400	One per OB/GYN Residency Program.
Small Group Counseling Rooms	11.15	120	One per eight obstetricians, gynecologist and residents.
Resident's Examination Room	11.15	120	Two examination rooms for each of the maximum number (at one time) of residents (all types) who see patients in the clinic.